



Department of Planning and Land Use Major Pre-Application Process

FAQ Sheet

Starting January 1, 2007, the Department of Planning and Land Use (DPLU) will require applicants participate in a mandatory Major Project Pre-Application Meeting for certain discretionary projects with County staff. The following Frequently Asked Questions will assist in familiarizing applicants with this new requirement.

Q. *What is a Major Project Pre-Application/Why do we need to attend?*

- A. As part of the County of San Diego's Business Project Re-engineering process, the DPLU is attempting to "front-load" the discretionary review process as much as possible. Mandatory pre-application consultations are expected to set reasonable expectations and identify major issues early in the process avoiding redesign, rewrites and additional work later in the process. Furthermore better direction can be provided on policy interpretations at the beginning of the process, instead of the end. This should ultimately lead to shorter review times once a formal project submittal is made.

Q. *Who must request a Major Pre-Application Meeting?*

- A. Any applicant who proposes a discretionary project which will be heard before the County Planning Commission or County Board of Supervisors must participate in the mandatory Pre-Application meeting. An applicant will not be permitted to formally apply to the DPLU until a Major Pre-Application Meeting takes place.*

Q. *How do I submit for a Major Pre-Application Meeting?*

- A. A Pre-Application Meeting Request application may be submitted at the Zoning Counter similar to other project application submittals. An application packet will provide applicants the needed paperwork to submit the application. An applicant may submit additional materials (maps, plans, and technical reports) as necessary, to assist in the Major Pre-Application Meeting process.

Q. *When do I file for a Major Pre-Application Meeting?*

- A. The intent of Major Pre-Application meeting is to identify land use and environmental related issues that will need to be addressed during project processing. Many of these issues can be resolved through project design. Therefore, applicant should file for a Major Pre-Application meeting as early in their project design process as possible. This usually occurs when an applicant has developed a conceptual project description/design (bubble diagrams are adequate) for DPLU staff to review. Preliminary information regarding site access and provision of infrastructure (water, sewer) is also desirable. It is not expected or desired that an applicant wait to schedule the Major Pre-Application meeting until final detailed designs/drawings have been drafted.

Q. *Who will attend the Major Pre-Application Meeting?*

- A. The Pre-application meeting will be attended by County staff – DPLU and Department of Public Works staff will always attend these meetings. Other County staff from various Departments may attend if deemed necessary by the staff planner or if the applicant requests their participation.

Q. *How much will the Major Pre-application Meeting cost?*

- A. Initially, applicants will be charged for time and materials necessary for conducting the meeting. Ultimately, once a Fee Ordinance is adopted, a deposit account will be created when the Pre-Application Meeting request is submitted to the Zoning Counter. The deposit will vary depending on the complexity of the project. Applicable County Departments work off the deposit account while preparing for and attending the Major Pre-Application Meeting. The monies used during the Major Pre-Application process will be deducted from the required deposit typically made during formal project submittal to DPLU.

Q. *How long does a Major Pre-Application Meeting process take?*

- A. Upon submittal of your Major Pre-Application Meeting request, the DPLU staff planner will be assigned. The Major Pre-Application Meeting should take place within 30-days of the Pre-Application Request submittal. Depending on the complexity of the project and the number of staff in attendance a Major Pre-Application Meeting can take from 1 to 3 hours to complete. A DPLU Pre-Application Meeting Summary Letter will be sent to the applicant shortly after the meeting summarizing the major issues discussed at the meeting.

- * A Major Pre-Application Meeting is not required for cellular facilities or may be waived by DPLU for discretionary projects deemed to be minor and non-controversial.